

GET LICENSED TO BUILD

An Online Workshop for Getting Your Contractor's License

LIVE Today, Starting @ 10 a.m.

Download this Presentation: www.cslb.ca.gov



GET LICENSED TO BUILD

An Online Workshop for Getting Your Contractor's License



Welcome to the Workshop!

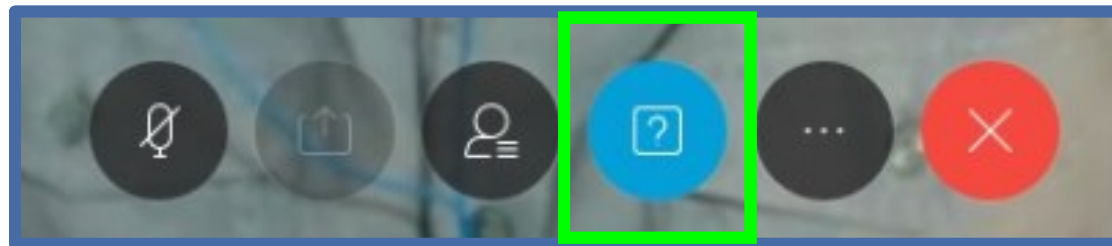
Your Hosts: Rick Lopes & Ana Rodriguez



Please Note:



- CSLB Test Centers are Temporarily Closed
- Download This Presentation: www.cslb.ca.gov
- Email us: social@cslb.ca.gov
- Archived Version will be Posted on CSLB's  YouTube Channel
- Use Q&A  Feature to Ask us a Question





Please Note:

The information obtained during this webcast is not, nor is intended to be legal advice.

While this webcast contains general information, including legal guidelines for contractor license applications, it does not contain definitive statements of the law and may not reflect the most current legal developments in the construction industry.

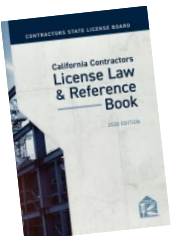
Such guidelines communicated or discussed during the webcast are for informational purposes only.

If you have questions about the application of the law for specific situations, you should contact an attorney who is familiar with California construction law, or review the 2020 edition of the CSLB publication, “California Contractors License Law and Reference Book.”

You can download it for free on the CSLB website or purchase directly from the publisher:

CSLB Website: www.cslb.ca.gov (Search: 2020 Law Book)

Publisher: <https://store.lexisnexis.com/categories/shop-by-jurisdiction/california-157/california-contractors-license-law-reference-book-skuSKU47851/details>





What We'll Cover

- *Who Needs a License?*
- *Why Get a License?*
- *What You'll Need to Get a License – Minimum Qualifications*
- *Types of Business Entities*
- *CSLB License Classifications*
- *The Application Process*
- *Fingerprint Requirements – Criminal Background Check*
- *Demonstrating Work Experience*
- *The Exam Process*
- *Your New License*



Who Needs a License?



- **Construction projects priced at \$500 or more in both labor & materials**
 - Can't break down project into \$499 pieces
 - Cannot charge hourly rate to try and get around law
- **Definition of a Contractor (*Business & Professions Code § 7026.1*)**
 - Any person, consultant to an owner-builder, firm, association, organization, partnership, business trust, corporation, or company, who or which undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to construct any building or home improvement project, or part thereof.





Why Get a License?

- Take Pride in Being a Licensed Professional
- Valuable Contributions to Your Local Community
- Get Paid for the Work You Do
- You've Got Legal Options if Customers Don't Pay You
- Don't Have to Look Over Your Shoulder
 - No Fear of Getting Caught
 - Thousands of Dollars in Civil Penalties
 - Possibility of Criminal Charges
- There are No Educational Requirements to Get a License
- You Do Not Have to Go to a License Preparation School



What You'll Need to Get a License

Minimum Qualifications



- **Be at Least 18 Years-Old**
- **Have Either of the Following**
 1. Valid Social Security Number (SSN)
 2. Valid Individual Taxpayer Identification Number (ITIN)
- **License Qualifier Must Demonstrate Experience**
- **Have Either of the Following Qualifying Experience (More Later)**
 1. You have at least four years' experience within the last 10 years as a journeyperson, foreperson, supervising employee, or contractor in trade being applied for
 2. You get a qualifier for the license who has that experience



Use Q&A Feature to ask a question

GET LICENSED TO BUILD

What You'll Need to Get a License

Minimum Qualifications



- **Some of Your Education May Count Towards Your Required Experience**
- **Apprenticeship Program May Count**
- **Some of Your Military Service May Count**
- **Pass Two Exams (Taken on Computer)**
 1. Law & Business
 2. Specific Trade
- **Limited Specialty Trades – Law & Business Exam Only**

Bonus Link

→ CSLB Military Application Assistance Program: <https://www.cslb.ca.gov/Contractors/Applicants/Military/>



Use Q&A Feature to ask a question

GET LICENSED TO BUILD



More About Qualifiers

- **Before License is Issued**
 - Qualifier Must Take and Pass All Required Exams or Qualify for Waiver
 - Qualifier Must Undergo Criminal Background Check
- **After License is Issued**
 - Qualifier is Responsible for Exercising Direct Supervision and Control of the construction operations, as well as for all workmanship issues

Bonus Link

Exam Waiver Info: https://www.cslb.ca.gov/contractors/applicants/contractors_license/waiver_application/Applying_For_License.aspx
California Licensed Contractor Newsletter Article, "Perils of 'Renting' Your License": <https://www.cslb.ca.gov/Newsletter/2013-Fall/qualifiers.asp>



Use Q&A Feature to ask a question





Types of Business Entities

- **Sole Ownership**
 - Owner or Responsible Managing Employee (RME) may serve as qualifier
- **Corporation**
 - Either one of current officers, designated as Responsible Managing Officer (RMO), or a RME may serve as qualifier
- **Partnership**
 - Either of the General Partners or a RME may serve as qualifier
- **Limited Liability Company (LLC)**
 - A Responsible Managing Member, Responsible Managing Manager, RMO, or RME may serve as qualifier





Types of Business Entities

- **Three Classifications of Contractors**

1. **Class “A” – General Engineering Contractors**

Principal business is in connection with fixed works that require specialized engineering knowledge and skill

2. **Class “B” – General Building Contractors**

Principal business deals with any structure built, being built, or to be built, that requires as part of its construction at least two unrelated building trades or crafts

No limitation on framing or carpentry projects

3. **Class “C” – Specialty Contractors**

For construction work that requires special skill and whose principal contracting business involves the use of specialized building trades or crafts

- Examples include C-10 Electrical, C-20 HVAC, C-27 Landscaping, C-33 Plumbing, C-39 Roofing, C-46 Solar, C-53 Swimming Pool
- C-61 Limited Specialty (30 Limited Classes, including C-61/D-49 Tree Service)

Bonus Link

CSLB License Classifications Page: https://www.cslb.ca.gov/About_Us/Library/Licensing_Classifications/Default.aspx



Use Q&A Feature to ask a question





Application/Certification Forms

CONTRACTORS STATE LICENSE BOARD
1901 Business Park Drive, Sacramento, CA 95837
Mailing Address: P.O. Box 20000, Sacramento, CA 95828
800-321-CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

STATE OF CALIFORNIA
Governor Gavin Newsom

FOR CSLB USE ONLY

Application for Original Contractor License

Application Fees
Single classification.....\$330
Initial license fee (to be paid after exam).....\$200
Total fees required for original license.....\$530
Voluntary contribution to Construction Management Education Account.....\$
There is a \$10 service charge for each dishonored check.

Please type or print neatly and legibly in black or dark blue ink.

SECTION 1 - BUSINESS NAME AND ADDRESS

The legal business name will appear on the license and is the actual name under which the contracting business will operate. The full business name must be provided. The business name must not be misleading in relation to the classification(s) issued for that license and must be compatible with the type of business entity licensed. Please refer to Page 1 of the General Information and Instructions for information on business name rules.

1. FULL NEW BUSINESS NAME _____

2. CLASSIFICATION REQUESTED (Only one classification may be requested on the original application if an exam is required.) _____

3a. BUSINESS MAILING ADDRESS (Number/Street or P.O. Box) _____ City _____ State _____ ZIP Code _____

3b. BUSINESS STREET ADDRESS (Number/Street Only - NO P.O. Boxes or Pkts) _____ City _____ State _____ ZIP Code _____

3c. BUSINESS PHONE NUMBER () _____ BUSINESS FAX NUMBER () _____ BUSINESS EMAIL ADDRESS _____

SECTION 2 - BUSINESS ENTITY

Corporations must provide a current and active California Secretary of State corporate registration number below. Please be sure to write the corporate title (President, Secretary, and Treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. Partnerships must list their federal employer identification number (EIN) below (general Social Security numbers and individual taxpayer identification numbers (ITIN) are not acceptable). Limited liability companies (LLC) must provide a current and active California Secretary of State registration number below. If this LLC has officers, please be sure to write the name (President, Secretary, and Treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. (See Pages 2 and 3 of the General Information and Instructions for more information.)

4. NEW BUSINESS ENTITY OPERATING AS (check only one):
☐ Sole Ownership ☐ Partnership - Federal Employer ID # _____ ☐ Limited Liability Company # _____
☐ California Corporation # _____

SECTION 3 - QUALIFYING INDIVIDUAL FULL LEGAL NAME AND ADDRESS

Qualifying Individual (Qualifier): A qualifying individual is required for every classification on every license issued by CSLB. You must provide full legal names of all individuals. (See Pages 2 and 4 of the General Information and Instructions for more information on completing this section.)

5a. QUALIFIER'S FULL LEGAL NAME (Last, First, Middle) _____ DATE OF BIRTH _____ SOCIAL SECURITY NUMBER OR ITIN _____

5b. RESIDENCE ADDRESS (Number/Street Only - NO P.O. Boxes or Pkts) _____ City _____ State _____ ZIP Code _____

6. QUALIFIER'S EXISTING / PREVIOUS CSLB LICENSE NUMBER(S) (if none, enter "N/A") _____ PERCENTAGE OF NEW BUSINESS OWNED BY THE QUALIFIER _____ DRIVER LICENSE NUMBER _____ RESIDENCE PHONE NUMBER _____

7. TITLE OR POSITION (check only one): Officer (President, Secretary, Treasurer, Add Treasurer for California corporations and for LLCs that have officers, president only for foreign corporations. All LLCs must have at least one (1) manager or member.)
☐ Owner ☐ Qualifying Partner ☐ Responsible Managing Employee (RME) - (Time) _____
☐ Responsible Managing Manager ☐ Responsible Managing Officer (RMO) - (Time) _____

8. I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements and attachments, are true and correct, and that I have reviewed the entire contents of this application, including all supplementary statements and attachments, and that I understand the consequences of providing false information to the Board and the Contractors State License Board. I understand that the Board will provide CSLB with required fee information pursuant to Business and Commerce Code, §20146.11(a)(4).

Date _____ Signature _____ Printed Name _____

Application - Page 1 of 4

CONTRACTORS STATE LICENSE BOARD
1901 Business Park Drive, Sacramento, CA 95837
Mailing Address: P.O. Box 20000, Sacramento, CA 95828
800-321-CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

STATE OF CALIFORNIA
Governor Gavin Newsom

FOR CSLB USE ONLY

Certification of Work Experience

Please read the General Information on the previous page before completing this form.
The qualifying individual from Page 1 of the application must complete the information in Part 1 below; then, the certifier (person certifying the experience) must complete Part 2. The experience must be verifiable through payroll records or similar documents. If additional space is needed to list the trade duties, please attach a separate sheet that must also be signed under the same certification statement contained below in line 8.
Use a separate form for each employer or work setting. If you need additional forms, please make a copy of this form or visit CSLB's website to download additional forms.
Please type or print neatly and legibly in black or dark blue ink - pencil is not acceptable.

PART 1 - QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.

1. QUALIFIER'S FULL LEGAL NAME (Last, First, Middle) _____

2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED - OR, IF YOU WERE SELF-EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX ☐ (If you checked the box, skip line 2 and go to line 4.) _____ LICENSE NUMBER OF COMPANY WHERE EXPERIENCE WAS GAINED _____

3. COMPANY'S BUSINESS STREET ADDRESS (Number/Street Only - NO P.O. Boxes or Pkts) _____ City _____ State _____ ZIP Code _____

4. WERE THE EXPERIENCE OBTAINED (CHECK ALL THAT APPLY):
☐ YES ☐ NO
If you checked "YES", use the Owner-Builder or General Building Contractor Project Experience form to provide information on completed projects.

PART 2 - WORK EXPERIENCE AND CERTIFICATION STATEMENT

The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.

5. APPLICANT'S JOURNAL/LOG, OR OTHER TIME-BASED RECORD, SPECIFIC TRADE DUTIES (check one):
☐ FULL-TIME ☐ PART-TIME FROM _____ TO _____ FOR A TOTAL OF _____ MONTHS
(Do not count time spent on non-work related activities or time spent on non-work related activities.)
(Do not count time spent on non-work related activities or time spent on non-work related activities.)

6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH THEY ARE APPLYING. PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE. (Do not use the word "various" or "other".)

7. My business relationship to:
☐ Employer ☐ Contractor (License Number _____) ☐ In or with (check all that apply):
☐ Associate ☐ Fellow Employee ☐ Union Representative ☐ Partner or Supervisor ☐ Business Associate

8. CERTIFIER'S STREET ADDRESS (Number/Street Only - NO P.O. Boxes or Pkts) _____ City _____ State _____ ZIP Code _____

9. I certify that I have direct knowledge of the work shown on this form and certify under penalty of perjury, under the laws of the State of California, that the information provided is true and correct.

Date _____ Signature _____ Printed Name _____

10a-11 (Rev. 06/17)

Certification of Work Experience

Bonus Link

CSLB Forms & Applications Page: https://www.cslb.ca.gov/About_Us/Library/Forms_And_Applications.aspx

Original License: <https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense.pdf>

Original License - Waiver: <https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense7065Waiver.pdf>

Special Accommodation: <https://www.cslb.ca.gov/Resources/FormsAndApplications/SpecialAccommodationRequestForExamination.pdf>



Use Q&A Feature to ask a question

GET LICENSED TO BUILD



The Application Process

1. Identify Who will be the Qualifier for Your License

- If you're using RME qualifier, determine if he/she can get for an exam waiver

2. Complete the Correct Application

- "Application for Original Contractor License"
- "Application for Original Contractor License – Examination Waiver (7065)"

3. Determine Your Company Name (See Application for Examples)

- Your name cannot be misleading or imply that you qualify for a license classification other than what you are getting
- Corporate & LLC names must match exactly the name registered with the Secretary of State's Office
- The names of everyone on your Secretary of State registration must be listed on your CSLB application





The Application Process

4. Get Together Certifications to Support Your Work Experience

- Even if you apply for an exam waiver
- Use Multiple Pages if Necessary

5. Be Sure to Note if You're a Military Veteran

- Some of your service may be applied to your experience qualifications
- Your application may be expedited
 - Honorable Discharge
 - Send copy of your DD 214 (*Certificate of Release of Discharge from Active Duty*)

6. Proofread for Any Missing Information

7. Don't Forget to Sign and Date the Application

8. Determine if You Need a Special Accommodation to Take Exams

- If so, complete request form & submit with application

Bonus Link

CSLB Military Application Assistance Programs: <https://www.cslb.ca.gov/Contractors/Applicants/Military/>



Use Q&A Feature to ask a question





Fingerprint Requirements

Criminal Background Check

- **The Following Must Submit a Full Set of Fingerprints**
 - All Applicants
 - Each Corporate Officer
 - Each Partner
 - Each Owner
 - Responsible Managing Employee
 - All Home Improvement Salespersons
- **California Residents Must Submit Fingerprints with Electronic “Live Scan”**
- **Attorney General: List of Open “Live Scan” Locations**
 - <https://oag.ca.gov/fingerprints/locations>

Bonus Link →

CSLB Fingerprint Information Page: https://www.cslb.ca.gov/Contractors/Applicants/Contractors_License/Exam_Application/Get_Fingerprinted_-_Live_Scan.aspx



Use Q&A Feature to ask a question

GET LICENSED TO BUILD

Fingerprint Requirements

Criminal Background Check



- **Out-of-State Applicants Must Submit Hard Copy Fingerprints**
 - May take 3-6 months to process
 - Consider traveling to California to get “Live Scan”



Use Q&A Feature to ask a question



Fingerprint Requirements

Criminal Background Check



- **If You Have Any Criminal Convictions**

- **CSLB May Only Deny License:**

- If conviction is substantially related to the duties, functions, and qualifications of a contractor
 - If conviction involves fraud or a violent crime

- **Other Factors CSLB Also Considers Includes:**

- Nature and severity of the crimes
 - Amount of time that has passed since a conviction
 - Any evidence of rehabilitation submitted by the applicant

- **CSLB Evaluates Criminal Convictions Within Seven Years of Application Date**

- Unless violent felony, certain sexual crimes, or financial crimes related to construction

- **CSLB Denies Only 1% of Total Applications for Criminal Convictions**

Bonus Link →

CSLB Fingerprint Information Page: https://www.cslb.ca.gov/Contractors/Applicants/Contractors_License/Exam_Application/Get_Fingerprinted_-_Live_Scan.aspx



Use Q&A Feature to ask a question

GET LICENSED TO BUILD





Demonstrating Work Experience

- **Four Years Experience within Last Ten Years (Since 2010)**
 - In Classification for Which You're Applying
 - Journeyman Level
 - Foreman
 - Supervising Employee
 - Contractor
 - Owner-Builder
- **Journeyman**
 - An experienced worker who is fully qualified, as opposed to a trainee, and can perform trade without supervision, or one who has completed an apprenticeship program





Demonstrating Work Experience

- **Use More Pages if You Need To**
 - Attach additional page(s) at end of each work experience form
- **Use Different Forms for Each Certifier**
- **Be as Accurate as Possible**
- **Don't Simply "Cut & Paste"**





Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON	
<i>Description must include hands-on work</i>	
BEST	UNACCEPTABLE





Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON

Description must include hands-on work

BEST

Bob performed rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE





Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON

Description must include hands-on work

BEST

Bob performed rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE

Residential general building trades





Demonstrating Work Experience

“B” General Building Contractor – FOREPERSON

Description must include some hands-on work and/or supervisory work

BEST

Bob oversaw other staff at jobsite performing rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE





Demonstrating Work Experience

“B” General Building Contractor – FOREPERSON

Description must include some hands-on work and/or supervisory work

BEST

Bob oversaw other staff at jobsite performing rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE

Residential general building trades





Demonstrating Work Experience

“B” General Building Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST

As a construction lead on multiple projects, Bob supervised rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE





Demonstrating Work Experience

“B” General Building Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST

As a construction lead on multiple projects, Bob supervised rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.


UNACCEPTABLE

Residential general building trades





Demonstrating Work Experience

- Out of State Contractors 
 - Must include examples of out of work
 - Out of State
 - Military
 - Federal Lands
 - For a Government Entity
- Applicants can qualify as a journeyperson, foreperson or supervising employee
- TIP: Be specific about your duties and employment circumstances





Demonstrating Work Experience

"C-27" Landscaping Contractor – JOURNEYPERSON

Description must include hands-on work

BEST

Jane performed landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE





Demonstrating Work Experience

"C-27" Landscaping Contractor – JOURNEYPERSON

Description must include hands-on work

BEST

Jane performed landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE

Gardening, yard maintenance, planting





Demonstrating Work Experience

"C-27" Landscaping Contractor – FOREPERSON

Description must include some hands-on work and/or supervisory work

BEST

Jane oversaw other staff at jobsite performing landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE





Demonstrating Work Experience

“C-27” Landscaping Contractor – FOREPERSON

Description must include some hands-on work and/or supervisory work

BEST

Jane oversaw other staff at jobsite performing landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE

Gardening, yard maintenance, planting





Demonstrating Work Experience

“C-27” Landscaping Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST

As a construction lead on multiple projects, Jane supervised landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE





Demonstrating Work Experience

"C-27" Landscaping Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST

As a construction lead on multiple projects, Jane supervised landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.


UNACCEPTABLE

Gardening, yard maintenance, planting





Demonstrating Work Experience

- Out of State Contractors 
 - Must include examples of out of work
 - Out of State
 - Military
 - Federal Lands
 - For a Government Entity
- Applicants can qualify as a journeyperson, foreperson or supervising employee
- TIP: Be specific about your duties and employment circumstances





Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Wage or Tax Documents and Paycheck Stubs Copies of state or federal income tax forms showing income from construction; end-of-year paycheck stubs; W-2; 1099; wage transcripts can be obtained from the IRS (800-829-1040)		 tax documents only	
Employer Contact Information Address, telephone, email			
Duty Statement Employer's description of scope of work performed			
Proof of Employer's Out-of-State License Status			
Notarized Certification of Work Experience Must be written in or translated into English			
Permits/Inspections Accompanied by statement describing the work the applicant performed			
Contracts Copies of completed and signed contracts, accompanied by statement describing time spent to complete project			

More Info →

Get this publication:

<https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf>



Use Q&A Feature to ask a question

GET LICENSED TO BUILD



Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Itemized Bills, Work Orders, & Invoices			
Canceled Checks Copies of both sides from jobs the applicant performed, accompanied by a statement from the person who paid the check describing the work performed			
Deeds & Proofs of Sales For work done on applicant's own property, accompanied by statement describing the work performed			
Receipts for Material Accompanied by letter from individuals for whom work performed and materials used			
Education Sealed official transcripts (written or translated into English)			
Apprenticeship Certificate			

More Info →

Get this publication:

<https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf>



Use Q&A Feature to ask a question

GET LICENSED TO BUILD





Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Union Journeyman Book or Letter from Union Copies of hour printouts maintained by union			
Military Training Copy of DD214 or discharge papers			
Electrician Certification Copy of Certified Electrician card	 Employed by C-10 licensee only		
Chlorofluorocarbon (CFC) Certification* Copy of either Type II or Universal CFC Certification	 Employed by C-20 or C-38 licensee only		
Work Experience and DOSH Registration	 Employed by C-22 or Asbestos Certification licensee only		

Bonus Link →

Get this publication:

<https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf>



Use Q&A Feature to ask a question

GET LICENSED TO BUILD





Filling Out Your Application

- Don't try to get around trade test by applying for multiple subcategories under the C-61 Limited Specialty Classification
- Double-check your application for Any Missing Information
- Don't Forget to Sign and Date, then Mail to CSLB
- Don't forget to Include Application Fee





Filling Out Your Application

SECTION 1 –BUSINESS NAME AND ADDRESS

Business Name: The legal business name will appear on the license and is the actual name under which the contracting business will operate. The full business name must be provided. The business name must not be misleading in relation to the classification(s) issued for that license and must be compatible with the type of business entity licensed. **Please refer to Page 1 of the General Information and Instructions for information on business name styles.**

1. FULL NEW BUSINESS NAME

2. CLASSIFICATION REQUESTED *(Only one classification may be requested on the original application if an exam is required.)*

3a. BUSINESS MAILING ADDRESS Number/Street or P.O. Box

City

State

ZIP Code

3b. BUSINESS STREET ADDRESS Number/Street Only – **NO** P.O. Boxes or PMBs

City

State

ZIP Code

3c. BUSINESS PHONE NUMBER

()

BUSINESS FAX NUMBER

()

BUSINESS EMAIL ADDRESS





Filling Out Your Application

SECTION 2 – BUSINESS ENTITY

Corporations must provide a current and active California Secretary of State corporate registration number below. **Please be sure to write the corporate titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4.** **Partnerships** must list their federal employer identification number (FEIN) below (personal Social Security numbers and individual taxpayer identification numbers [ITIN] are **not** acceptable). **Limited liability companies (LLC)** must provide a current and active California Secretary of State registration number below. **If this LLC has officers, please be sure to write the titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4.** (See Pages 2 and 3 of the General Information and Instructions for more information.)

4. NEW BUSINESS WILL OPERATE AS A (check only one)

- ☐ Sole Ownership ☐ Partnership – Federal Employer ID # _____
☐ California Corporation # _____ ☐ Limited Liability Company # _____



Filling Out Your Application



SECTION 3 – QUALIFYING INDIVIDUAL FULL LEGAL NAME AND ADDRESS

Qualifying Individual (Qualifier): A qualifying individual is required for every classification on every license issued by CSLB. You must provide **full legal names** of all individuals. (See Pages 3 and 4 of the General Information and Instructions for more information on completing this section.)

5a. QUALIFIER'S FULL LEGAL NAME Last	First	Middle	DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN
--------------------------------------	-------	--------	---------------	--------------------------------

5b. RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs	City	State	ZIP Code
---	------	-------	----------

6. QUALIFIER'S EXISTING / PREVIOUS CSLB LICENSE NUMBER(S) (If none, enter "N/A")	PERCENTAGE OF NEW BUSINESS OWNED BY THE QUALIFIER _____ %	DRIVER LICENSE NUMBER	RESIDENCE PHONE NUMBER ()
--	--	-----------------------	-----------------------------------

7. TITLE OR POSITION (**check only one**) Officer titles – president, secretary, and treasurer for California corporations and for LLCs that have officers; president only for foreign corporations. **All** LLCs must have at least one (1) manager or member.

☐ Owner ☐ Qualifying Partner ☐ Responsible Managing Employee (RME)* ☐ Responsible Managing Member

☐ Responsible Managing Manager ☐ Responsible Managing Officer (RMO) – Title(s): _____

* RMEs are prohibited from having an active sole ownership license. Please visit CSLB's website for an Application to Inactivate Contractor's License, if needed.

8. I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to Business and Professions Code (BPC) section 7145.5.



Date

Signature

Printed Name

GET LICENSED TO BUILD





Filling Out Your Application

SECTION 4 – PERSONNEL FULL LEGAL NAMES AND ADDRESSES (Other than Qualifying Individual)

The following must be **completed by all individuals and companies that will be listed on the license**. You must provide **full legal names** of all individuals. Each individual must sign the certification statement under penalty of perjury. (See Page 4 of the General Information and Instructions regarding company personnel.)

9a. PERSONNEL FULL LEGAL NAME Last First Middle			DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN	
RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs City			State	ZIP Code	DRIVER LICENSE #
TITLE OR POSITION (check only one) <input type="checkbox"/> Owner <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Member <input type="checkbox"/> Manager <input type="checkbox"/> Officer - Title(s) _____				RESIDENCE PHONE NUMBER ()	
I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to BPC section 7145.5.					
Date		Signature		Printed Name	

9b. PERSONNEL FULL LEGAL NAME Last First Middle			DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN	
RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs City			State	ZIP Code	DRIVER LICENSE #
TITLE OR POSITION (check only one) <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Member <input type="checkbox"/> Manager <input type="checkbox"/> Officer - Title(s) _____				RESIDENCE PHONE NUMBER ()	
I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to BPC section 7145.5.					
Date		Signature		Printed Name	





Filling Out Your Application

SECTION 6 – QUALIFIER EDUCATION, APPRENTICESHIP, LICENSURE, AND MILITARY

Applicants must answer the following questions and may be granted credit toward licensure requirements or receive expedited processing as noted below. Question 20 pertains only to individuals applying for sole ownership business entity licenses. Please refer to Pages 5 and 6 of the General Information and Instructions for more information. If you checked “Yes” in response to any question, please provide the requested documentation.

17. Have you completed an educational or apprenticeship program?

If you checked “Yes” for this question, you may be granted credit for **completed training in an accredited school** if you:

- Submit transcripts for a four-year degree, two-year degree (or less), technical training (must include course hours and descriptions), and all other degrees in a business or construction-related field.

Transcripts must be certified official and received directly from the educational institution in a sealed envelope. (If you received your degree outside the United States, your transcripts must be translated, if in a language other than English, and evaluated by an accredited evaluation service that does business within the United States.)

☐ Yes ☐ No

You may be granted credit for a **completed apprenticeship program** if you:

- Submit a copy of your apprenticeship certificate; **AND**
- Enter the beginning and ending dates of your completed apprenticeship program:

From _____ to _____
Month/Day/Year Month/Day/Year

(The apprenticeship period cannot overlap the journeyman-level experience period being certified on the Certification of Work Experience.)





Filling Out Your Application

Certification of Work Experience

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.

1. QUALIFIER'S FULL LEGAL NAME			
Last	First	Middle	
2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED – OR, IF YOU WERE SELF-EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX <input type="checkbox"/> (If you checked the box, skip line 3 and go to line 4.)			LICENSE NUMBER OF COMPANY WHERE EXPERIENCE WAS GAINED
3. COMPANY'S BUSINESS STREET ADDRESS Number/Street Only – NO P.O. Boxes		City	State ZIP Code
4. WAS THE EXPERIENCE OBTAINED <u>WORKING ON YOUR OWN PROPERTY</u> AS AN OWNER-BUILDER (see previous page for definition)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you checked "Yes" above, use the Owner-Builder B-General Building Construction Project Experience form to provide information on completed projects.			





Filling Out Your Application

Certification of Work Experience

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.

5. APPLICANT'S
JOURNEYMAN-
LEVEL OR HIGHER
TIME-BASE
WORKED IN
SPECIFIC TRADE
DUTIES (check one):

☐ FULL-TIME
☐ PART-TIME

}

FROM

Month/Day/Year

TO

Month/Day/Year

=

FOR A TOTAL OF

YEAR(S) and MONTH(S)

(List **ONLY** journeyman-level or higher experience that was obtained in the applicable classification.)

(Do not claim credit for full-time work if applicant worked only part-time or if trade duties in requested classification were only one component of entire job. For example, if applicant worked half-time in specific trade duties for six (6) years, write "3 years" in the space above.)

6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH THEY ARE APPLYING. **PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE.** *(Do not list office work or individual project names.)*





Filling Out Your Application

Certification of Work Experience

7. My business relationship to _____ is or was (check all that apply):			
Name of Qualifying Individual (Applicant)			
<input type="checkbox"/> Employer	<input type="checkbox"/> Contractor (License Number _____)	<input type="checkbox"/> Foreman or Supervisor	
<input type="checkbox"/> Journeyman	<input type="checkbox"/> Fellow Employee	<input type="checkbox"/> Union Representative	<input type="checkbox"/> Business Associate
8. CERTIFIER'S STREET ADDRESS Number/Street Only – NO P.O. Boxes			
		City	State ZIP Code
PHONE NUMBER ()	FAX NUMBER ()	EMAIL ADDRESS	
9. I certify that I have <u>direct knowledge of the work covering the time period outlined above</u> . I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct.			
Date	Signature	Printed Name	

Note: For information on the collection of personal information, please refer to the General Information and Instructions at the beginning of this application package, under the heading "Collection of Personal Information."

FOR CSLB USE ONLY



13A-11 (rev. 06/17)

Certification of Work Experience



Use Q&A Feature to ask a question

Filling Out Your Application



Owner-Builder B-General Building Construction Project Experience

1. QUALIFIER'S (OWNER-BUILDER) FULL LEGAL NAME Last		First	Middle	PHONE NUMBER ()	
2. PROJECT STREET ADDRESS Number/Street Only – NO P.O. Boxes			City	State	ZIP Code
3. DO/DID YOU PERSONALLY OWN THE PROPERTY LISTED IN NUMBER 2 ABOVE? <input type="checkbox"/> Yes <input type="checkbox"/> No If you did not own the property, the work is not owner-builder. Business and Professions Code section 7044 relates to an owner-builder as "an owner who builds or improves a structure on his or her property."					
4. START DATE Month/Day/Year	COMPLETION DATE Month/Day/Year		How much time did you actually work on this project? _____ YEARS and _____ MONTHS		
5. STRUCTURE/PROJECT SQUARE FOOTAGE: (You must provide the square footage of the project improvement or the entire structure built, whichever applies.) Square Footage: _____					
6. BUILDING PERMIT NUMBER (Please attach a copy of your building permit and final inspection record to this project document.) Permit #: _____					
7. DESCRIBE THE FULL SCOPE OF THIS PROJECT: (For example: remodel, new construction, room addition, and list in detail the full scope of all trade work performed)					



Use Q&A Feature to ask a question

GET LICENSED TO BUILD





Filling Out Your Application

Owner-Builder B-General Building Construction Project Experience

8. LIST ALL THE TRADE DUTIES *YOU PERSONALLY* PERFORMED: (For example: I installed sheetrock, I installed 4-ton HVAC unit, I installed 2500 sf concrete tile roof)

9. EXPLAIN HOW YOUR PAST EXPERIENCE, TRAINING, AND/OR EDUCATION PREPARED YOU TO PERFORM WORK ON THIS PROJECT:

10. PROVIDE THE NUMBER OF LABORERS USED AND THE TRADES THEY PERFORMED:





Filling Out Your Application

Owner-Builder B-General Building Construction Project Experience

11. PROVIDE THE NUMBER OF GENERAL CONTRACTORS OR SUBCONTRACTORS USED AND THE TRADES THEY PERFORMED:

FOR CSLB USE ONLY



13A-64a (rev. 06/17)

Owner-Builder B-Gen. Bldg. Construction Project Experience



Use Q&A Feature to ask a question

GET LICENSED TO BUILD



Checking Status of Application

• Use the CSLB Website

- Check Online with Your Application Fee Number & PIN
- Check Processing Times on CSLB website
- Call Licensing Information Center:
(800) 321-CSLB (2752)

Bonus Link →

Check Application Status:

<https://cslb.ca.gov/OnlineServices/CheckApplication/SecuredApplicantRequest.aspx>

CSLB Processing Times:

<https://www.cslb.ca.gov/OnlineServices/ProcessingTimes/ProcessingTimes.aspx>

CSLB Fees

https://www.cslb.ca.gov/About_Us/Library/Fees.aspx

Home | Online Services | Check Application Status (Secured)

🔍 Query by Application Fee Number

Enter an Application Fee Number to check its status.

Contractor's Application Fee # *

Contractor's PIN *

Check Application

Please note: Our database is unavailable Sundays at 8PM through Monday at 6AM due to scheduled maintenance.

Home | Online Services | CSLB Processing Times

🔍 CSLB Processing Times as of 04/13/2020

The staff at the Contractors State License Board process thousands of documents daily. The documents are processed in the order of date received. The information below reflects the dates we are currently working on for each document type. This information is updated weekly.

Original Applications Unit	Date Being Worked On
Exam Applications	03/11/2020
Scheduling Examinations for	2nd Week of MAY
Request for Re-Exam	03/12/2020
Waiver Applications	03/05/2020

Additional Class - Replacing the Qualifier Applications Unit	Date Being Worked On
Additional Class Applications	03/16/2020
Qualifier Replacement Applications	03/23/2020
IFS Applications	03/20/2020
Hazardous and Asbestos Certification Applications	03/23/2020



Use Q&A Feature to ask a question

GET LICENSED TO BUILD

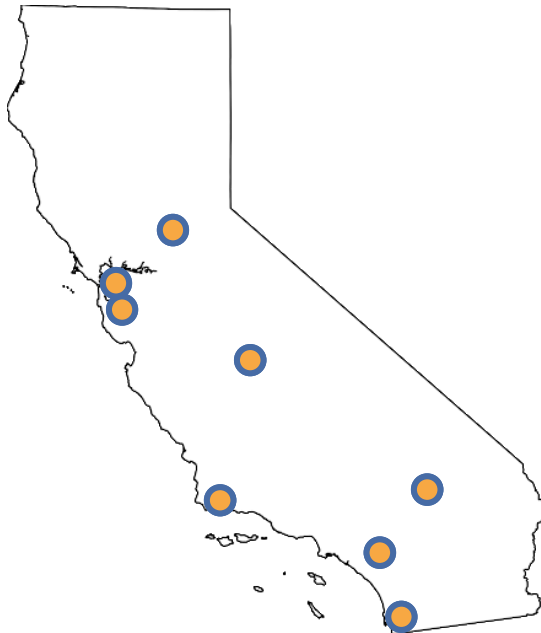
The Exam Process

Before the Exam



- When Your Application Has Been Accepted, CSLB Will Send You a “Notice to Appear for Examination” and Study Guide
- You Should Get Your Exam Notice at Least Three Weeks Before Exam Date
- You Can Schedule Your Exams at CSLB Test Centers Around California

- Berkeley
- Fresno
- Norwalk
- Oxnard
- Sacramento
- San Bernardino
- San Diego
- San Jose



Use Q&A Feature to ask a question

GET LICENSED TO BUILD



The Exam Process

Before the Exam

- **Use of Translators**
 - CSLB may allow use of translator to read you the exam
 - Translator must be approved in advance
 - Don't show up on exam day with a translator if they haven't been pre-approved
- **CSLB Study Guides**
 - Lists the sections and topics covered by the exam
 - Includes sample questions
 - Shows how each section is weighted
 - Shows recommended resource materials to study
- **If You Fail to Appear for Your Exam**
 - You must pay a non-refundable \$60 rescheduling fee
 - Fee may be waived once with documented evidence of medical emergency or other circumstance beyond your control

Bonus Link

Study Guides: https://www.cslb.ca.gov/Contractors/Applicants/Examination_Study_Guides/



Use Q&A Feature to ask a question



The Exam Process

During the Exam



- **You'll Take Your Exam(s) on Touchscreen Computers**
 - You'll see an on-screen tutorial before starting exam
 - Your exam will consist of multiple-choice questions
 - Each question has space if you want to submit a comment about that question
 - You'll get 3½ hours to complete each exam
 - Arriving late may reduce the time you have to finish your exam
 - You'll get your results at the end of the exam



Use Q&A Feature to ask a question

The Exam Process

During the Exam



- **If You Don't Pass**

- You'll won't be allowed to review the questions you missed, but you'll get a statement showing how you did on each section of the exam
- You can reschedule the exam as many times as you need within 18 months
 - Just pay a non-refundable \$60 rescheduling fee



Use Q&A Feature to ask a question



The Exam Process

After the Exam



- **When You Pass All Exams, You'll Need to:**

- Pay \$200 for your initial license fee (**Expires in two years**)
- Complete CSLB's Online Asbestos Open Book Exam
- File Required Bond(s)
 - All Licensees: \$15,000 Contractor's Surety Bond
 - Corporate/LLC: \$12,500 bond of qualifying individual for every RME and all RMOs who own less than 10% of voting stock or equity
 - LLC: \$100,000 LLC/worker bond
- Get Required Insurance Policies (**Filed by Insurance company/broker**)
 - All Licensees: Workers' Compensation Insurance (**See CSLB Website for Rules/Exemptions**)
 - LLC: Liability Insurance (**See CSLB Website for Amounts**)
 - No Workers? File Workers' Compensation Insurance Exemption w/CSLB (**Filed by Applicant**)



Use Q&A Feature to ask a question

GET LICENSED TO BUILD

Your New License



- **Getting Your License**

- In 5-10 Business Days, CSLB will send you a wall certificate and plastic pocket license card
 - Display wall certificate in your main office or chief place of business
 - Carry pocket license card, especially in situations where you may solicit business, talk to potential customers, or sign contracts

- **License Will Be Good for Two Years**

- Your license will expire on the last day of the month when it was issued

- **Ultimately, You're Responsible for Renewing Your License On-Time**

- Put Expiration Date on Your Calendar
- CSLB Sends Renewal Notice Approximately 60 Days Before Expiration



Your New License



- **Notify CSLB Within 30 Days If You Move or Change Business Address**
 - Renewal notice will be sent to the address of record on-file with CSLB
 - Postal Service will not forward state government mail
- **Notify CSLB Within 30 Days of All Changes to Personnel on License**



CONTRACTORS STATE LICENSE BOARD

GET LICENSED TO BUILD

Your Questions

Use Q&A feature  to ask a question



CONTRACTORS STATE LICENSE BOARD



For Licensing or License Application Questions/Issues:

Licensing@cslb.ca.gov

Be sure to include your phone number and other relevant information, such as license number, or application fee number, and any other information that will help staff provide you a thorough response.

To Reschedule a Cancelled Exam

Exams@cslb.ca.gov

Be sure to include your name and application number.



CONTRACTORS STATE LICENSE BOARD

GET LICENSED TO BUILD

*An archived version will be placed
on CSLB's  Channel.*

Thanks for watching!



Send Us Your Comments: social@cslb.ca.gov

© 2020, Contractors State License Board

